

**California Business Connect
Business Programs Division
Current Records Retention
as of 07-01-2012**

Ref #	Business Unit - Primary User	Document Type	Paper	Data	Electronic Images
1	Business Entities	Formation and Change Documents (including Corporate Disclosure Statements) except Statements of Information and Statements by Common Interest Development	Permanent	Permanent	Permanent
2	Business Entities	Statement of Information	Permanent until purged based on following rules: Retain most recent statement and the prior "complete" statement.	Permanent until purged based on following rules: Retain most recent statement and the prior "complete" statement.	Permanent until purged based on following rules: Retain most recent statement and the prior "complete" statement.
3	Business Entities	Statement by Common Interest Development	Permanent until purged based on following rules: Retain most current statement .	Permanent until purged based on following rules: Retain most current statement .	Permanent until purged based on following rules: Retain most current statement .
4	Business Entities	Certificate of Substituted Service of Process	Purged once data captured	15 years	n/a
5	Business Entities	VCFCF - Paid Claims	Permanent	Permanent	n/a
6	Business Entities	VCFCF - Denied Claims	1 year	1 year	n/a
7	Business Entities	Dishonored Check Notices and Correspondence - Paid	6 months	6 months	n/a
8	Business Entities	Dishonored Check Notices and Correspondence - Cancelled Entities	Permanent	Permanent	n/a
9	Business Entities	Franchise Tax Board & Secretary of State Revivor Lists	Permanent until imaged	n/a	Permanent
10	Business Entities	Franchise Tax Board & Secretary of State Suspension Lists	Permanent until imaged	n/a	Permanent
11	Business Entities	Tracking business entity records requests, including subpoenas	3 months	3 months	n/a
12	Business Entities	Tracking rejected business entity filing requests	6 months	1 year	n/a
13	Business Entities	Tracking filed business entity documents	3 months	1 year	n/a
14	Business Entities	Tracking Preclear/Expedite counter filing requests	1 year	1 year	n/a

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15	Business Entities	Tracking business entity name inquiries and reservations	3 months	3 months	n/a
16	Business Entities	Statement of Information penalty rejection letters & corporate disclosure rejection letters - correspondence, notices, supporting documentation	6 months	currently not retained electronically	n/a
17	Business Entities & Management Services Division	Prepaid Account customer information	5 years	5 years	n/a
18	Special Filings	Special Filings - Initial Filing and Associated Change Documents	Permanent	Permanent	n/a
19	Special Filings	Trademarks - Initial Filing and Associated Change Documents	Permanent	Permanent	n/a
20	Uniform Commercial Code	Financing Statement and Associated Changed Documents	4 months	6 years ¹	6 years ¹
21	Uniform Commercial Code	State Tax Lien and Associated Change Documents	4 months	11 years ¹	11 years ¹
22	Uniform Commercial Code	Federal Tax Liens and Associated Change Documents	4 months	11 years ¹	11 years ¹
23	Uniform Commercial Code	Attachment Lien and Associated Change Documents	4 months	3 years ¹	3 years ¹
24	Uniform Commercial Code	Judgment Lien and Associated Change Documents	4 months	6 years ¹	6 years ¹
25	Uniform Commercial Code	Transmitting Utility and Associated Change Documents	4 months	Permanent until Terminated**	Permanent until Terminated**
26	Uniform Commercial Code	Manufacture Home Transaction and Associated Change Documents	4 months	31 years ¹	31 years ¹
27	Uniform Commercial Code	Public Finance Transaction and Associated Change Documents	4 months	31 years ¹	31 years ¹

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28	Uniform Commercial Code	Federal Estate Tax Lien and Associated Change Documents	4 months	11 years ¹	11 years ¹
29	Uniform Commercial Code	Pension Benefit Lien and Associated Change Documents	4 months	11 years ¹	11 years ¹
30	Uniform Commercial Code	Request for Information and Order Results	4 months	4 months	4 months
31	Uniform Commercial Code	Rejection Notices	3 months	3 months	3 months
32	Uniform Commercial Code	Rejection Notices	n/a	3 months	3 months
33	Uniform Commercial Code	Packing Slips - Filings	n/a	Same as UCC filing types listed above	Same as UCC filing types listed above
34	Uniform Commercial Code	Packing Slips - Orders	n/a	4 months	4 months
34	Uniform Commercial Code	Acknowledgement Letters	n/a	Same as UCC filing types listed above	Same as UCC filing types listed above

¹ Inactive UCC filings are moved to the Archive database where the inactive UCC filings reside for an additional 5 years. After which, all data and images **in the Archive database** are permanently purged with one exception; Federal Tax Liens that were terminated must remain indefinitely.